



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 12-51**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Comptroller	AFSC: C65F3	OPEN DATE: 7 MARCH 2012	CLOSE DATE: 7 APRIL 2012
UNIT OF ACTIVITY/DUTY LOCATION: 168 TH Air refueling Wing		GRADE REQUIREMENT: Minimum: 04 Maximum: 04	
SELECTING SUPERVISOR: Col O'Brien	VACANCY 09555410R	PHYSICAL PROFILE: PULHES – 333333	

AREAS OF CONSIDERATION

NATIONWIDE Applications for this announcement will be forwarded for consideration for all Alaska National Guard personnel who
1) Currently hold the advertised AFSC at the advertised skill level and meet the grade requirement listed above or 2) AKANG AGRs who meet the minimum criteria for retraining (specifications listed below) or 3) Applicants who are eligible to become members of the Alaska Air National Guard, possess the AFSC and meet the grade requirements. If you do not meet any of these criteria, your application will not be forwarded for consideration. ****All applicants MUST meet the grade requirement and physical/medical requirements outlined****

MAJOR DUTIES MAY INCLUDE

- Lead, plan, organize, manage, and accomplish financial management activities in support of daily operations and mission
- Identify management problems, develop special studies and analyses to develop alternatives and recommend solutions
- Plan, organize, develop techniques and establish internal controls to manage financial services and analysis operations
- Determine organizational structure, personnel, training needs, and security requirements for safeguarding entrusted assets
- Establish performance standards, work schedules, training program for functional professional development and priorities
- Develop, review, coordinate, and execute financial management plans to support peacetime, exercise, and contingency operations
- Direct financial management activities. Supervise, manage, and administer financial services and/or analysis activities
- Review adequacy of internal controls and quality of services; provide assistance and performing cost estimates and economic analysis; and overseeing funds distribution and management. Establish performance standards to evaluate cost and efficiency
- Inspect, review, and evaluate effectiveness of work methods, procedures, and personnel
- Provide customer service. Interact and coordinate with organizations on financial matters. Interpret financial directives
- Coordinate financial management activities. Advise commander and staff on status and progress of command programs
- Coordinate development and execution of financial plans, schedules, and programs
- Advise, coordinate, and recommend validity and propriety of requirements, effective allocation and use of financial resources, and redistribution of resources within fund limitations
- Verify estimated costs are realistic and reasonable. Coordinate on deficiencies noted in reports from audits, and inspections
- Maintain liaison with other agencies to develop standards for financial management policy and procedures
- Perform financial management functions. Formulate guidelines for phasing in projected programs and mission changes
- Assure identification of required financial resources. Provide forecasts of financial posture
- Engage and assist in preparing, programming actions for future year budget requirements
- Prepare, justify and submit financial plan, budget estimates and supplemental budget requirements
- Ensure validity of obligations within the language of appropriation acts, current laws, and governing directives
- Maintain statutory responsibility for preventing over-obligation of appropriated funds through funds certification
- Collects, analyzes, and interprets resource data. Establish procedures and safeguards against fraud and fund losses
- Evaluate impact of legislative action, executive orders and Comptroller General decisions on financial operations
- Formulate financial management policies and procedures
- Provide professional advice and management skills in developing and maintaining banking and credit union services
- Conduct analyses supporting cost projection and resource utilization effectiveness. Certify cost comparisons and economic analyses
- Conduct financial management studies. Prepare studies evaluating the effects of changes in policies, procedures, and technology
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- **SECURITY CLEARANCE - Secret (eligible to obtain)**
- No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud
- Never received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: general accounting principles pertaining to governmental, commercial, managerial, and cost accounting; Air Force concepts and objectives and their relationship to effective, economical execution of the mission; fiscal laws, executive orders, Comptroller General decisions, instructions, and directives; Air Force budget structure and policy; fiscal procedures, including resource allocation and fund control procedures; cost estimating, economic analysis, and quantitative statistical analysis; and computer applications
- Minimum of 18 months of experience is mandatory in financial management assignments

****See page 2 for All Required Documents for Considerations****

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800**. Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received that are not signed will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **complete application package must include all documents listed below.** *Items are required by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT/PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENTAF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 30 days)
5. Cover Letter & Resume detailing past duties and experience
6. Last 3 Officer Performance Evaluations
7. CURRENT AGR/Mobility/ADSW orders (If Applicable)
8. Statement confirming applicant meets All Initial Eligibility Requirements (No specific format required)
9. Letters of Recommendation will be accepted
10. Signed Statement of Agreement to Retrain (If applicant does not possess AFSC)

****SUBMIT NO STAPLES/NO BINDINGS****

****Applicants who do not possess advertised AFSC must sign a statement of agreement that they will retrain to the required AFSC upon accepting the position within 12 months. Signed statement must be submitted with application****

QUESTIONS:

The HRO Liaison- 168th Force Support Flight, MSgt Ashley Hill, 907-377-8758 (DSN 317-377-8758)

To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4242)

MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO/AGR
Building 49000 Room D-209, Post Office Box 5800
Joint Base Elmendorf Richardson, AK 99505-5800

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.